



GREATER ORLANDO BUILDERS ASSOCIATION

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### **Keys to Excelling in any Interview Process**

Feel like that perfect career is out of reach? Sometimes finding the right career can be a full-time job in itself. If you have been out of work, looking for a new position, or unsuccessfully interviewing, here are a few tips and pointers for interview success that can help you nail down that ideal career you have been waiting for.

#### General Interview Preparation

1. Begin by researching the company you are interviewing with and the position you are interviewing for. The best way to conduct research is by reviewing your prospective company's Web site, and any job description provided to you. If you know of anyone who is in a similar industry or works for a competitive company, it is always good to contact them and ask questions about the company and position.
2. Now begin matching your experience skill set to the job description. This will help in answering why you are a good potential match for the position, and why you would be successful in the position.
3. When confirming an interview date with a prospective employer, make sure you have the correct address and individual you will be interviewing with. Prior to the interview either clearly map your directions or do a "dry run" of driving to the employer's office to make sure you know exactly where the interview is being held and the correct route to get there. Make sure to allocate more than enough time to get to the interview without being rushed and plan to arrive 10-15 minutes early.
4. Dress business professional (unless otherwise noted), for your interview. Business professional for men includes a suit and tie, and for women a pant/skirt suit. It is always better for an interview to overdress than underdress, and be on the conservative side of fashion.
5. Bring two updated copies of your printed resume. The provides one for the Hiring Manager to take notes on, and one for them to keep on file. (Some

interviews may require you to bring business plans, brag books, references, etc).

6. Remember everyone you meet in the office, whether a secretary or fellow employee, is assessing and watching you. Make a positive and impactful impression on everyone you meet.
7. When being introduced to the Hiring Manager you are interviewing with, remember that the first 30-60 seconds are key and it is a MUST you make a great first impression. This includes a great smile, firm handshake, eye contact, and positive energy.
8. Posture is everything in an interview. Stay on the edge of your seat, back straight, and focused on the Hiring Manager you are meeting with. Crossing legs, slouching, and poor eye contact send bad signals and must be avoided.
9. Be prepared to let the Hiring Manager know why you are interested in a career with their company. Show what you know about their company. This lets the manager know that you have done your research and are serious about a long-term career opportunity.
10. The Hiring Manager will want to know why he or she should hire you. Why are you a solid fit for the open position? What separates you from other potential candidates? Researching the position before the interview and matching it up to your qualifications is key in being able to answer these questions correctly.
11. Hiring Managers usually ask multiple questions about your background and qualifications. Be prepared to answer every question to the best of your ability, and always be as honest as possible. Always be calm, cool and collected. Never get defensive or upset, and look interested and focused at all times.
12. As you notice the interview wrapping up, remind the Hiring Manager how interested you are in the position, and once again refresh his or her memory on why you want to work for them. Always ask for the next steps in the interview process before you leave your interview. This lets the Hiring Manager know that you are very interested in moving forward.
13. Ask for a business card from the Hiring Manager and make sure it has an address and e-mail address, or ask for that additional information.
14. Leave your interview with great lasting impression (Firm handshake, eye

contact, smile and positive energy).

15. Immediately send a follow up thank you note to the Hiring Manager. Handwritten is always more personal, but e-mail versions are also appropriate.
16. Follow up with your recruiter, or the Human Resources department, in the following days to find out how your interview went.

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#### Things that can eliminate you from any interview process

1. Myspace.com/Facebook.com pages: Be sure that if you have online social network accounts that they are set to Private, or are appropriate. Hiring Managers discard thousands of applicants a year due to inappropriate pictures and comments on their Myspace and Facebook accounts.
2. Lying on your resume: Certain companies will ask for references and check everything on your resume including all listed education! If something does not come up correct or there is something false or embellished on your resume, companies can terminate the hiring process even if a verbal offer has been made.
3. Criminal background: If you have been convicted of a felony or misdemeanor in the past 10 years, be prepared to explain your situation. Many companies perform complete criminal background checks. Never lie about your background if asked. Some companies are understanding about certain situations if properly addressed.
4. DUI/DWI: If you are interviewing for an outside sales position, a DUI or DWI will be a major hurdle to overcome.